

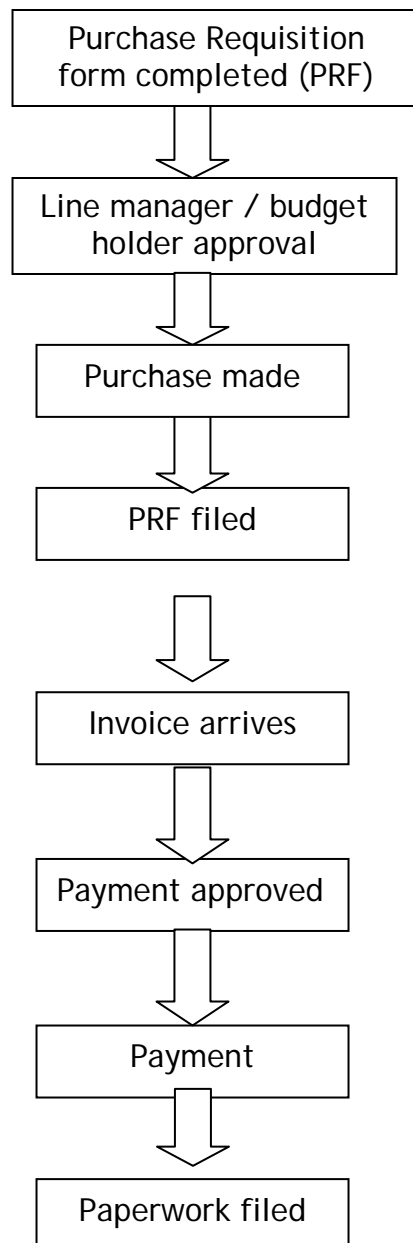
Purchase and requisition of goods or services

Policy and Principles

bassac is committed to effective procurement, which involves acquiring the right quality of goods or services at the right time, quantity and price and from the best source - i.e. achieving best value.

We take our ethical and environmental commitments seriously and aim to source goods and suppliers which fit within these principles (such as environmentally friendly and/or sustainable, fair trade (where relevant), local (where possible) and companies adhering to good employment principles) as well as being at a good price.

Process for requisition of goods



Process	Responsibility	Detail	Authorities
Purchase requisition form (PRF) completed	Staff member requisitioning purchase	Complete Purchase Requisition Form (PRF) if want to spend over £500 (or use the <i>bassac</i> credit card - see credit card policy). Attach supporting documentation to the requisition and get PRF signed by the budget holder.	CEO - up to £5,000 SMT - up to £2,000 Managers - up to £500
Line Manager / budget holder approval	Staff member	Confirms that expenditure item is necessary. Ensures cost centre and expense account are correctly allocated. Ensures sufficient funds in cost centre to cover cost as stated on PRF Checks supporting documentation. Signs to authorise payment (if over the budget holders limit, then additional signature is required).	
Staff member purchases goods	Staff member		
PRF filed	Administrator		
Invoice arrives	Administrator attaches invoice to PRF	Matches purchase requisition with relevant supplier invoice (if applicable).	
Payment approved	Administrator passes to staff member to approve / certify receipt of goods		
Payment	Administrator passes to bookkeeper for payment		
Filed	Bookkeeper files paperwork		

Exceptions - All training courses must be approved by the line manager
All ICT purchases should be made by the ICT Coordinator

Notes: ICT Coordinator to order any IT equipment as best knowledge of price and technical specifications
Any fixed assets purchases (i.e. furniture or equipment costing over £1,000 for a single item) should be made known to the ICT Coordinator to add to the fixed asset list.

For goods valued between £2,000 and £5,000, the above process applies, but a purchase requisition form must be authorised by the CEO.

Key

CEO - Chief Executive

SMT - Senior Management team (not including CEO), i.e. HOPolicy, HoProgrammes, HoMS and HOR

Managers - Regional Development Managers (RDM), Office Manager (OM), Finance Officer (FO), Communications Manager (CM) etc

ICT - ICT Coordinator

Admin - Administrator

Process for engaging new suppliers / consultants for services

bassac uses a quotation process to obtain written offers from consultants / suppliers for the supply of services. The quotation process should be used for all contracts of between £5,000 and £50,000. The process is described in more detail below.

For services valued under £5,000, it is at the discretion of the budget holder as to whether to obtain quotations, bearing in mind 'best value'.

For contracts valued between £5,000 and £10,000

Finance Officer (OM)	Obtains three written quotations (in liaison with budget holder) Completes 'quotation summary form' (QSF)
Budget holder (SMT member)	Decides who to award contract to and signs off quotation summary form Ensures cost centre and expense account are correctly allocated. Ensures sufficient funds in cost centre to cover cost as stated on QSF. Checks supporting documentation. Signs to authorise payment (if over the budget holders limit, then additional signature is required).
Finance Officer	Once supplier is agreed, drafts contract and sends to budget holder to check/add detail
Budget holder	Adds detail of contract, signs and passes to HOR to check
Finance Officer	Files contract. If a new supplier has been agreed, full details of the new supplier must be given by the Finance Officer to the bookkeeper

For contracts valued between £10,000 and £50,000

Finance Officer (OM)	Obtains three written quotations (in liaison with budget holder) Completes 'quotation summary form' (QSF)
CEO	Decides who to award contract to (on recommendation from the budget holder) and signs off quotation summary form Ensures cost centre and expense account are correctly allocated. Ensures sufficient funds in cost centre to cover cost as stated on QSF. Signs to authorise payment

Finance Officer	Once supplier is agreed, drafts contract and sends to budget holder to check/add detail
Budget holder	Adds detail of contract, signs and passes to HOR to check
Finance Officer	Files contract. If a new supplier has been agreed, full details of the new supplier must be given by the Finance Officer to the bookkeeper

Exceptions - when there is a long standing arrangement with a supplier, which is viewed by the CEO to be best value, three quotations are not always necessary for the renewal of contracts. A balance has to be struck between giving suppliers an equal opportunity of tendering for business and ensuring that the *bassac* achieves best value for money

For contracts over £50,000, authorisation must be sought from the Treasurer or Vice Treasurer.

KE Oct 08